



LOOKING TO JOIN THE 'OTHER' ANNABEL CLUB?

T A L E N T B R I E F

Ace multi-tasker? King of diplomacy? Queen Bee organiser? Jack-in-the-box energy levels? Oh yes, and a sense of humour...annabel is looking to engage skilled individuals to join its team of hand-picked consultants.

annabel offers on-site bespoke PA and administrative services to private individuals and small businesses. We are proud of our culture based on complete discretion, diplomacy, exemplary skills and a 'can-do' attitude and our mission is to help bring order to the lives of the people we support. We are a growing, diverse and progressive company supporting a team working predominantly (but not exclusively) in Central London and the surrounding areas and we are looking for freelance consultants who :

- bring their own diverse skill set, positivity and diplomacy to every situation
- are articulate and flexible with extremely strong administration and IT skills
- are open to embracing the latest technology trends
- are able to work independently with a creative, solution-orientated approach but also willing to share their challenges and experiences with the annabel team
- display meticulous levels of accuracy and eye for detail across all forms of communication
- are pro-active, pre-emptive and calm under pressure with the ability to prioritise effectively
- are prepared to own mistakes – not to offer an excuse, just an apology and a solution
- have the capacity to build professional relationships with clients and the emotional intelligence to maintain them
- embrace diversity and a growth mindset and are prepared to work hard to get the job done
- enjoy owning their working hours and being in control of their work life balance

Sound interesting? If so, please send a copy of your CV to help@annabel.co.uk and we will be in touch shortly thereafter.